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Calendar of Application Deadlines

	Professional Arts Development
	Operating Assistance:
May 31	• for professional arts organizations
October 31	• for professional summer arts organizations
October 31	• for professional arts organizations with a calendar fiscal year
May 15, Sept. 15, Jan. 15	Professional Special Projects
6 months prior to project	International Touring
	Community Arts Development
	Community Action Plan:
October 31	• Basic Assistance for Arts Councils
	• Local Government Matching Program
	• Activity Bonus
May 15, Sept. 15, Jan. 15	• Training Assistance
May 15, Sept. 15, Jan. 15	Community Development Projects
	Touring Programs:
June 30, Sept. 30	• Arts Resource Touring Subsidy
May 15, Oct. 15	• Artists in Schools
May 15, Sept. 15, Jan.15	• Touring Exhibition Assistance
	Skills Development for Individuals
June 30	Scholarship Awards
June 30	Professional Study Awards
8 weeks prior to start of course	Administrative Upgrading Assistance
	Publishing Programs
May 15, Sept. 15	Publishing Title Assistance for B.C. Writers
Feb. 1, Aug. 1	Interest Subsidy for B.C. Publishers

Address all inquiries to: Cultural Services Branch
Ministry of Provincial Secretary and
Government Services
Parliament Buildings
Victoria, British Columbia
V8W 1X4
(604) 387-1011

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Introduction

The Cultural Services Branch (CSB) is a government department within the Ministry of Provincial Secretary and Government Services. It is responsible for developing and administering programs that support artistic development within the province.

The CSB receives an annual appropriation from the provincial government for administration. In addition, it is responsible for the administration of the British Columbia Cultural Fund.

The British Columbia Cultural Fund was established in April 1967 by an act of the provincial legislature. The fund is a perpetual endowment, the interest of which is used to stimulate cultural development in British Columbia.

The fund was originally endowed with $5 million and was increased to $10 million in 1969. Further increases of $5 million in both 1972 and 1974 have brought the fund to $20 million. Since 1975, the interest generated by the endowment has been augmented with revenue from the British Columbia Lottery Fund.

Guidelines concerning programs and services available are developed by examing the requests for assistance received by the CSB, by discussions with individuals and organizations in the arts Community, and through recommendations of the British Columbia Arts Board and its advisory committees.

Although these guidelines are not intended to limit the creativity or planning of the applicant, they do indicate the general priorities of the program. All guidelines are periodically reviewed and updated to meet current needs.

Organization of the British Columbia Arts Board

The British Columbia Arts Board is an advisory body to the Provincial Secretary and Minister of Government Services.

The Board was established in 1974, and consists of fifteen people, appointed by the Minister, from different regions of the province, who represent the various cultural disciplines and community interests.

In determining policy and grants, the Board uses the talents of many people throughout the province who serve as members of advisory committees. These individuals bring essential, broad-based and diverse points of view to the decision-making process.

The advisory committees which serve to assist the CSB and the Board are organized according to the discipline they review, and are drawn from among artists, arts educators, arts administrators and other community members active and interested in the arts.

CSB staff provides consultation and assistance to all applicants, provides the advisory committees and the Board with the information necessary for the recommendation process, and acts as the secretariat to the Board. Staff does not participate in the decision-making process on artistic quality issues, either at the committee or Board level. Recommendations on artistic quality are reserved for the review process embodied in the advisory committees. Staff makes comments and recommendations on managerial and administrative questions relating to applications as requested by the Board.

In general, the staff role in this process, in addition to consulting with applicants prior to the receipt of applications, is concentrated in preparing applications for review, with the view to presenting them in the most complete manner possible. All applicants are encouraged to seek staff consultation.

British Columbia Cultural Fund Review Process

The following outline and diagram describe the general procedure for review of applications. *(The numbers in the outline correspond to those in the diagram.)*

One Applicant develops program (and may choose to discuss his/her ideas and application procedures with CSB staff). Applicant requests information and application forms. CSB staff answers queries and consults in person if necessary.

Two Applicant submits completed application form and supplementary materials by published deadline.

Three CSB staff researches the application to ensure:

- forms are completed fully
- necessary supplementary information is included
- intent of request for funding is stated clearly
- budget clearly reflects the proposed program.

Additional information or clarification may be requested from applicant. CSB executive committee assesses financial and administrative components of application and designates the appropriate advisory committee.

Four Application is reviewed by appropriate advisory committee which is concerned with:

- assessing values and standards of excellence
- the merit of the proposal
- the ability of the applicant to accomplish the proposed program.

CSB gives technical information and advice if requested by committee. Committee forwards recommendation to Grants Committee of the British Columbia Arts Board.

Five Application is reviewed by the Grants Committee using the following criteria:

- demand for the program (nature and significance of service, impact of project in local, regional and/or provincial terms, availability of comparable services in the geographic area served by the applicant)
- degree of financial support from other governments (federal, municipal, regional)
- nature and extent of public and private support.

The grants committee then forwards its recommendation to the British Columbia Arts Board, having taken one of the following steps:

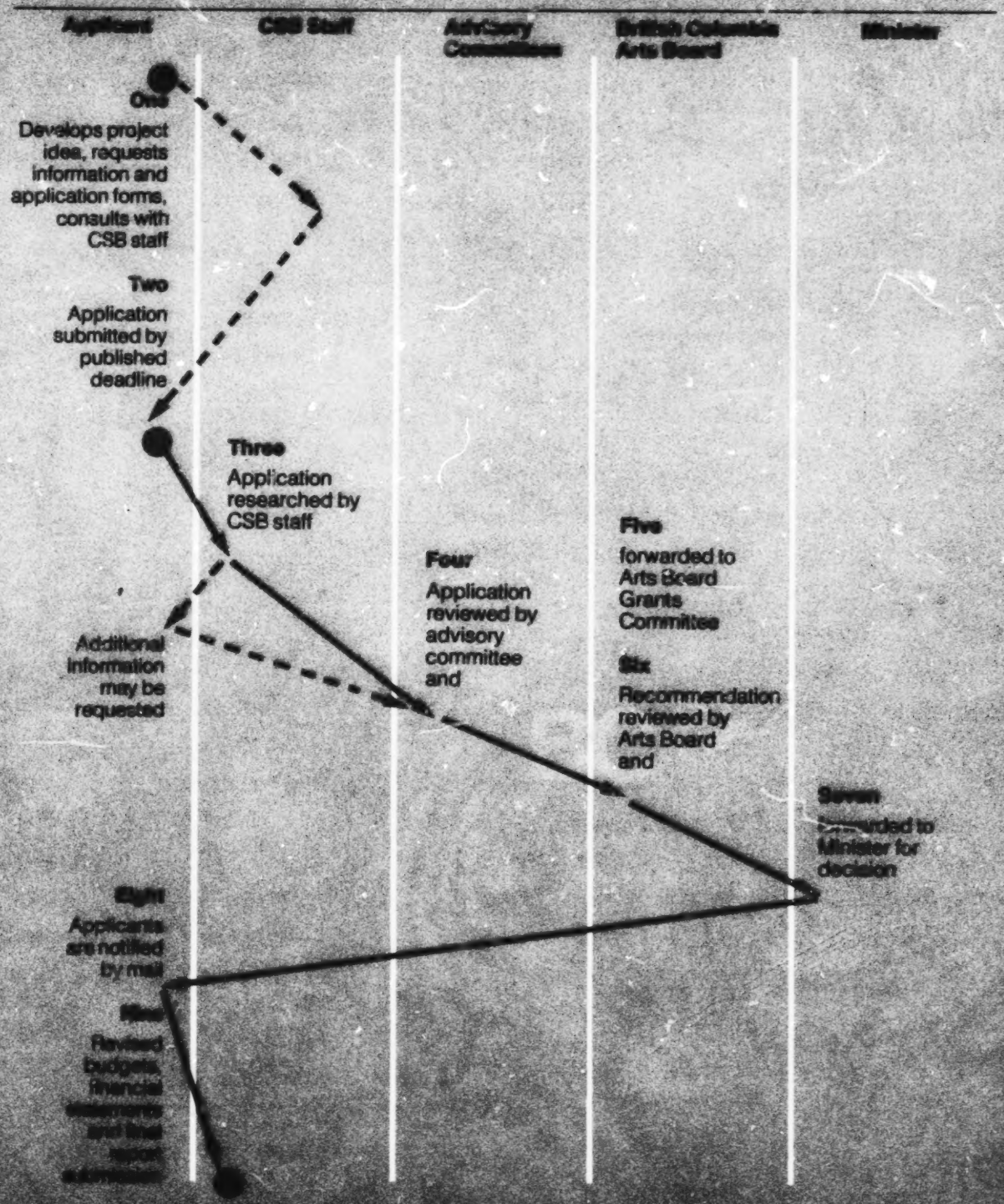
- recommended approval
- recommended approval at a reduced level of funding
- recommended rejection
- recommend deferral pending additional information.

Six The Board considers the grants committee recommendations, concerning itself with the responsible use of government funds and with the understanding that its decisions must equitably serve the entire province.

Seven The Minister receives the grant recommendations from the Chairman of the Board. All final decisions rest with the Minister, as do all announcements of grant allocations.

Eight Successful applicants are notified by letter. Applicants receiving a grant for a reduced amount must submit a revised budget to CSB and fulfill any further terms or conditions which may have been set. Notification of grant forms are forwarded by CSB, summarizing the financial aspects of grant payouts. Cheques are issued by the Minister of Finance.

Nine Revised budgets, financial statements and reports are submitted to CSB.


Applicant
CSB Staff
Advisory Committees
British Columbia Arts Board
Minister
One
Develops project idea, requests information and application forms, consults with CSB staff
Two
Application submitted by published deadline
Three
Application researched by CSB staff
Additional information may be requested
Four
Application reviewed by advisory committee and
Five
forwarded to Arts Board Grants Committee
Six
Recommendation reviewed by Arts Board and
Seven
forwarded to Minister for decision
Eight
Applicants are notified by mail
Nine
Revised budgets, financial statements and final report submitted

Policies

All applications are reviewed by the British Columbia Arts Board (BCAB) and/or the Cultural Services Branch (CSB) staff. The final decision on all grants rests with the Provincial Secretary and Minister of Government Services.

Successful applicants are notified by letter. Applicants receiving a grant must fulfill any terms or conditions that may have been set. CSB staff will notify applicants of conditions and grant payout schedules.

An applicant whose application is not approved will be notified by letter from the Director of the CSB.

A grant decision may be appealed in writing, within 30 days of receipt of the decision, by letter to the Director of CSB.

All programs, guidelines, and criteria are subject to revision, cancellation or suspension without notice and depend upon the availability of funds appropriated for the purpose of awarding grants.

All applications must be made on application forms provided by the Cultural Services Branch. The CSB is not responsible for the loss or damage of supporting materials submitted with applications.

Generally, all applicants must be non-profit organizations registered as societies under the Societies Act of British Columbia. Societies must be in good standing with the British Columbia Registrar of Companies.

Generally, all applicants must have been in operation for one full year prior to application and have firm program(s) and support for continued operations.

No grants are awarded after the project or program for which assistance is requested takes place.

Grant recipients must acknowledge assistance by the Ministry on all written materials relating to the program or project such as programs, news releases and posters with the following statement:

> *"We gratefully acknowledge the financial support of the Government of British Columbia."*

Grant recipients must permit the CSB or BCAB personnel a reasonable opportunity to view the program or project at any time for purposes of evaluation.

Grant recipients may be required to submit, upon request by the CSB, an independently prepared audit report.

Any major changes in budgets and/or projects from an original submission must be discussed with CSB staff.

CSB staff are available for consultation on any aspect of an organization's operation and all Branch programs. Staff can be reached by telephoning 387-1011 (Victoria).

Operating Assistance

Description: Grants are for the general operating support of cultural organizations and institutions for which no specific projects need be described. Applicants are judged on the merits of their entire operation, from program content to administrative and financial management.

Operating grants are made once each fiscal year for current or future operations. Eligibility in this category is reviewed on an annual basis. Organizations that have not previously received funding in this category are requested to establish their eligibility with the CSB prior to filing a grant application.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8).

Areas Eligible for Assistance:

- Performing Arts Organizations (dance, theatre, music)
- Visual Arts and Craft organizations
- Museums and Galleries
- Literary Periodicals
- Training Resources: Grants are available under specific circumstances to non-profit societies providing arts training. Primary consideration is given to the quality of training provided. The number of students from British Columbia is noted as part of the adjudication process. The majority of program activities must involve residents and teaching staff from British Columbia, and any subsidies provided must apply to residents of this province.
- Cultural Service Organizations: Grants are available to non-profit arts societies which provide services and programs on a province-wide basis. Applicant organizations must have a program of service for their membership in British Columbia on a year-round basis, and have an independent source of operating income apart from public funding.

NOTE: Provincial service organizations that regularly organize conferences *must* include conference costs in their operating budget.

Eligibility Criteria

(A) ***Arts and Service Organizations***

Applicants must:

- generally, be registered as a non-profit society in the province of British Columbia
- show a high standard of professionalism
- have completed at least one full year of operation and have guarantees and firm program proposals for a second consecutive year of operation.

Applicant organizations are required to provide detailed submissions regarding programs (including proposed conference or touring programs and budgets, where applicable), administration, financing, long-range planning, leadership and artistic quality. Organizations should employ a full-time paid administrator.

When considering requests, the following factors will be taken into account:

- artistic quality
- administrative competence and capability
- the nature and significance of the service to the public
- availability of comparable services in the same geographic area
- the impact of the program
- the nature and extent of public and private support
- the degree of support from local and federal governments.

Grants in this category are not available for start-up costs, 'seed' money, capital expenditures (construction, renovation, property or equipment purchase) or budget deficits.

(B) ***Museums and Galleries***

Applicants must be an institution whose primary objectives include collecting, preserving, assembling and exhibiting to the public for its instruction and enjoyment, either a collection of objects, artifacts and specimens of heritage or historical significance, or a collection of paintings, sculpture and other works of art.

Museums and art galleries must be either non-profit societies or public institutions operated by a municipality with a community-based board of management.

The applicants must own or lease space exclusively devoted to museum or art gallery-related activities and must conform to the following guidelines:

- be open to the public year round, on a regular basis
- demonstrate strong local financial support for operations (excluding all federal and other provincial grants)
- be exempt from payment of tax under the Income Tax Act (Canada)
- have completed at least one full year of operation, and have guarantees and firm program proposals for a second consecutive year of operation.

Institutions *not* eligible for assistance include aquaria, botanical gardens, zoological gardens, science and technology centres, museums classified as 'seasonally open', and those which have been primarily established for the purpose of conducting temporary exhibitions.

When considering requests for assistance, the following factors will be taken into account:

- adequacy of the facility, including building standards, security, etc.
- significance of the collection
- service to the community in education and extension programs
- professional curatorial and managerial expertise
- ability to handle displays and exhibitions
- availability of comparable services in the same geographic area.

Grants in this category are not available for start-up costs, capital expenditures (construction, renovation and/or equipment purchase), nor for budget deficits.

(C) ***Literary Periodicals***

Eligible journals must

- be a periodical primarily devoted to literary subject matter, with a recognized standard of quality
- provide an outlet for creative writing and a market for British Columbia writers
- contribute to the intellectual and cultural life of British Columbia
- publish at least three issues per year
- have editorial offices located in the province of British Columbia
- have a stated editorial policy which is consistently implemented. This statement must be formulated independently of the executive or administration of any organization or institution to which a periodial might be attached (i.e., a university or art gallery)
- be intellectually accessible and physically available to the general public
- be printed in Canada
- have a paid subscription list of at least 500 at the time of application and be actively soliciting new subscriptions
- have been in existence for at least one year and have concrete plans for a second year of publication.

Assistance is *not* available for trade journals, periodicals devoted to a specific profession, newsletters or government publications, nor for periodicals that do not charge for copies. Journals may not be directly part of a government at the federal, provincial or municipal level.

Applicants should include, with the required application form:

- a statement of editorial policy
- the names of publishers, editors and members of editorial board
- statement of frequency of publication
- printing and circulation information.

Application Requirements

Applicants must provide the following with the completed application form:

- a list of current board of directors or members of managing body
- a list of principal administrative and artistic staff, by name and title
- a recent *audited* financial statement from organizations whose total budget exceeds $100,000, or whose last Cultural Fund grant exceeded $15,000
- a recent *independently prepared* financial statement from organizations whose total budget is less than $100,000, or whose last Cultural Fund grant was $15,000 or less
- a copy of any current application for assistance to the Canada Council or National Museums Corporation.

Application Deadlines

- May 31 for organizations with a fiscal year other than calendar year
- October 31 for organizations with a calendar fiscal year
- October 31 for summer arts organizations.

Professional Special Projects

Description

Grants are available on a project basis to assist with the development and special activities undertaken by professional arts organizations receiving operating assistance from the British Columbia Cultural Fund. Eligible projects should advance the applicant organization's professional artistic development, expand its professional services or develop new areas of interest. Grants are not available in this category for supplementing *regular* staff or operational costs, nor are they awarded on a sustaining basis.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8).

Eligibility Criteria

Organizations receiving operating grants from the British Columbia Cultural Fund in the current fiscal year are eligible to submit applications for projects under the following general conditions:

- that the application be for a special project, clearly identified as something that would not or could not take place without a grant
- that the project be for a finite time period and be clearly identified as a one-time project
- that the project budget be clearly delineated from any other regular expenditures
- that a minimum of 50 per cent of project funds be available from other sources clearly identified for the project itself.

Colleges and universities are not eligible for assistance from this program.

Application Requirements

If the applicant intends to apply for more than one project grant in a fiscal year, it must state in the first application submitted that others will be forthcoming; all the projects must be priorized. This program is not intended to provide general operating support for the applicant and proof must be submitted that the regular operations of the organization are financially in good order.

Project Examples

Commissioning Projects:

Any project application for the commissioning of a new artistic work must include both a resume of the artist's background, education and work, and a letter of recommendation from a person familiar with the artist's work.

International Touring Assistance:

CSB may provide assistance to British Columbia artists or arts organizations touring outside of Canada. Grants are normally awarded to augment assistance provided by the Federal Department of External Affairs. Organizations requiring assistance are requested to advise the CSB as soon as the tour is contemplated. Applicants should be aware of the following:

- artists must meet recognized international standards
- only one tour per applicant will be considered for funding in a given fiscal year (April 1–March 31)
- priority is given to requests received a year or more in advance and to those artists who, by the nature of their work, must tour
- priority is given to projects which include substantial funding from sources other than the Government of British Columbia
- tour planning and co-ordination must meet professional standards.

Assistance is *not* available for the international travel costs of foreign artists touring to British Columbia.

Artist-in-Residence Projects:

- The artist(s)-in-residence must conform to the following definition: an individual who is a visual artist, dancer, choreographer, musician, composer, actor, playwright, or writer *by profession, or* a company of professional actors, dancers or musicians, registered as a non-profit society in the province of British Columbia and receiving operating assistance from the British Columbia Cultural Fund in the current fiscal year.
- The individual(s) must have resided in British Columbia for a minimum of one year.
- The length of a residency program should be no less than three days and no more than four months. Funding for a residency cannot be extended beyond the four-month period, except in unusual circumstances.
- This program is intended to heighten artistic experience; therefore, priority will be given to those organizations sponsoring artists from another geographic location in the province.
- Maximum assistance per project will be up to $2,500, and *no more than 50 per cent* of expenses.

Application Deadlines

- May 15
- September 15
- January 15

Training Assistance

Applications will be accepted from organizations wishing to bring in a consultant to address specific organizational needs or problems.

Organizations applying for training assistance must provide the following:

(a) Prior to workshop:
- description of the workshop's purpose
- instructor's name and resume outlining areas of expertise.

(b) Following the workshop:
- participant list
- brief report on the workshop, including any written materials.

Training sessions must be a minimum of 3 hours' duration.

Eligible costs include honoraria and travel expenses for resource personnel. Costs incurred for accommodation, facility rental or the production of materials are *not* eligible.

50 per cent of workshop costs to a maximum of $500.

Application Deadlines

- May 15
- September 15
- January 15

Arts Challenge Fund

Grants may be provided to arts organizations receiving operating assistance from CSB in the current fiscal year, on a basis of $2 for every $1 provided by local or regional governments, to alleviate accumulated deficits.

In order to qualify, an organization must:

(a) receive a firm commitment of support from local government

(b) provide a recent audited financial statement of their operations

(c) submit a three-year management and artistic plan

(d) apply any grants received directly against accumulated deficits.

Any organization assisted by this program must commit to maintaining a balanced budget over the next three years. Failure to do so could mean penalization through reduction of its annual operating grant.

Basic Assistance for Community Arts Councils (1)

Description

Annual grants are available to community arts councils throughout the province. Support levels are calculated on the basis of population served. These calculations provide the upper limit for each grant.

Actual grants approved are based on such considerations as

- grant request
- justification of expenditures
- level of activity
- financial need.

Grants to community arts councils are not available for capital expenditures. Maximum grants are not automatically awarded.

Population served is determined in accordance with statistics from the Ministry of Municipal Affairs.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8).

Eligibility Criteria

A community arts council applying to the British Columbia Cultural Fund must

- have a constitution and by-laws
- elect officers at an open meeting on a regular basis
- be registered as a non-profit society with the British Columbia Registrar of Companies
- preferably, be receiving financial assistance from its local municipality.

Officers of a community arts council should not expect payment for services rendered.

Operating surpluses will be considered when assessing award levels. No award will represent more than 50 per cent of the overall operating budget of an arts council.

Application Requirements

Arts councils are required to file the following with their application

- a financial statement (including balance sheet) for previous year's programs. *Statement should be audited if the council's grant is in excess of $15,000*
- a budget for the coming fiscal year
- a description of proposed programs
- a report on the previous year's programs.

Application Deadline

- October 31 — Completed application forms with the required supplementary material must be received on or before October 31.

Local Government Matching (2)

Description This program assists arts councils which have received financial assistance from municipal or regional governments in the previous fiscal year.

The actual amount of local government assistance received will be verified by the previous year's financial statement. This statement must be prepared by an independent accountant. Donated services and in-kind contributions are not eligible for matching funds.

Application Deadline

- October 31

NOTE: Local Government Matching application must be attached to the application for Basic Assistance.

Activity Bonus (3)

Description This program is designed to support community arts councils which have earned 35 per cent or more of their total revenue in their previous fiscal year.

The actual dollar amount of earned revenue will be verified by the previous year's financial statement. This statement must be prepared by an independent accountant.

Earned revenue includes income from membership fees; admissions to concerts, craft fairs, and/or arts festivals; commissions from visual art or craft sales; cash contributions; corporate or business donations; receipts from fund-raising events; course or workshop fees; grants from foundations; and other revenues from arts council co-ordinated activities. In-kind services can be included as earned revenue if copies of receipts bearing the organization's or individual's name, occupation, project description, hours of work and costs are provided.

Earned revenue does not include grants from the B.C. Cultural Fund, the Cultural Services Branch or other provincial, federal, or municipal government departments; interest on savings accounts; or revenue earned by member groups of community arts councils.

Application Deadline:

- October 31

NOTE: Activity Bonus application must be attached to the application for Basic Assistance.

Applications will be accepted from community arts councils wishing to bring in a consultant to address specific organizational needs or problems.

Organizations applying for training assistance must provide the following:

(a) Prior to workshop:
- description of the workshop's purpose
- instructor's name and resume outlining areas of expertise.

(b) Following the workshop:
- participant list
- brief report on the workshop, including any written materials.

Eligible costs include honoraria and travel expenses for resource personnel. Costs incurred for accommodation, facility rental or the production of materials are *not* eligible.

50 per cent of workshop costs to a maximum of $500.

Application Deadlines

- May 15
- September 15
- January 15

Community Development Projects

Description

Grants are available on a project basis to support special programs of community and semi-professional arts and cultural organizations which do not receive operating assistance from the Province. Grants are awarded to assist with the professional costs associated with performances or programming and may not be used to assist with general operating costs.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8).

Eligibility Criteria

This program is designed to assist

- community museums, galleries and historical societies
- community archives
- community and semi-professional arts organizations.

No funding will be approved after a project is completed, or for project deficits or budget overruns.

Projects must not be eligible for, or receiving, funding from other CSB grant programs.

Not eligible for funding are requests for operating expenses, start-up costs, 'seed' money, capital expenditures (construction, renovation, property and/or equipment purchase), wages for fund-raising, total salary costs, and individual or group travel assistance.

Generally, the program is not intended to provide operating support for the applicant and proof must be submitted indicating that the regular operations of the society are financially in good order.

Application Requirements

Applicants must provide the following with the completed application form:

- a list of current board members (where applicable)
- a list of principal administrative and artistic staff, if any, by name and title
- proof of registration as a society
- a recent *audited* financial statement from organizations whose total budget exceeds $100,000
- a recent *independently-prepared* financial statement from organizations whose total budget is less than $100,000.

The following factors will be considered in the evaluation of applications:

- the organization's or institution's need for the project
- the quality of the project
- financial accountability and responsibility of the applicant
- proximity of other organizations or institutions performing similar functions
- level of local support
- amount and type of matching support for the project
- the applicant's ability to manage programs as indicated by the degree of success on previous programs.

Project Examples

Travel Assistance

Projects in this category are designed to

(1) provide assistance to non-profit amateur and semi-professional arts organizations attending national and international conferences and festivals, where the organization has been invited as the provincial representative, or where the right to attend has been won through regional competitions.

(2) provide assistance to individual artists attending national or international conferences or festivals where the artist has been invited as the provincial representative, or where the right to attend has been won through regional competitions.

Organizations requesting assistance must be incorporated as non-profit societies in British Columbia and must have an on-going program of arts activity distinct from that for which assistance is being sought.

Individuals requesting assistance must be either a practicing artist or an arts administrator.

Regularly scheduled meetings or conferences of provincial or national service organizations are not eligible for assistance under this program.

Applicants should include with the completed application form:

- proof of status as a non-profit society
- a description of the event
- the number of participants needing travel assistance.

Assistance can be provided for travel costs only and will not normally exceed 25 per cent of economy air fare for individuals and 15 per cent for organizations.

Festival Assistance

Community arts festivals may make application for assistance to support the costs of professional artists participating in a festival. Applicants must demonstrate that provincial assistance will be used exclusively for program enhancement and not for general operating costs. Maximum assistance under this category is $2,500.

Application Deadlines

- May 15
- September 15
- January 15

(1) Arts Resource Touring Subsidy (A.R.T.S.)

Description

This program is designed to assist non-profit community organizations beyond metropolitan Vancouver and Victoria who wish to sponsor visiting Canadian professional performing arts events.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8).

Eligibility Criteria

Sponsors eligible for assistance must

- be incorporated as a non-profit society in the province of British Columbia
- be based in the community or region where the performances are presented
- have a history of operating a series of no less than three different touring professional artists or artistic groups on an annual basis or have firm plans and the organizational ability to develop such a series.

School performances are *not* eligible for assistance. Also *not eligible* are commercial or popular entertainment programs (i.e., country and western, folk, and/or rock groups; clowns, magicians, etc.) and summer series.

A.R.T.S. will be available for only one performance of a tour to a community.

Any provincial government assistance (as well as grants from community arts councils) received by the sponsor for touring events will be deducted from the grant requests.

It is the intent of this program that performances be subsidized on a break-even basis. Organizations are not encouraged to accumulate deficits.

Applications Requirements

All applications are evaluated on their individual merits. Where there is more than one application from a community, those applications may be evaluated together.

The following factors will be taken into consideration in the evaluation of all applications:

- level of arts activity in the area
- geographic location
- financial feasibility of program proposals
- quality and balance of programming
- extent of public support (both in the form of financial contributions and attendance at performances).

Maximum Assistance Available

Up to $2,500 in a fiscal year per sponsor, based on

- 50 per cent of artistic fees for B.C. artists to maximum of $1,000 per single event
- 30 per cent of artistic fees for other Canadian artists to maximum of $1,000 per single event.

Assistance is available, on a priority basis, for the following:

- performing arts organizations receiving operating assistance in the current fiscal year from the B.C. Cultural Fund
- recognized Canadian professional performing artists receiving touring assistance from the Touring Office of the Canada Council
- established concert series programs
- other professional artists or artistic groups which are generally eligible for assistance.

All awards are based on the funds appropriated by CSB for this program.

Awards will be paid in full following confirmation of program. A final report of the previous year's programming and expenses must accompany all applications. Any surplus accumulated through CSB awards will be deducted from future grants awarded.

Awards may be less than the maximum award allowable.

Application Deadlines

- 30 June — for 'fall' touring or annual programs
- 30 September — for 'spring' touring season

NOTE: Applicants are encouraged to submit their full season's program to the June deadline.

(2) Artists in Schools

Description: Assistance is available for school districts sponsoring arts enrichment programs for grades K-12, outside regular curriculum programming.

Application may be made for the *Artists in Performance* (A) program, *or* the *Artists in Residence* (B) program, *or a combination* of the two programs, under the following conditions:

Eligibility Criteria:

- The applicant organization must be a school district in British Columbia. Individual schools may be considered eligible for assistance if there is strong evidence of support and concurrence for the proposed program from the school district.
- College and university programs are not eligible for assistance from this program.
- The artist(s)-in-residence must conform to the following definition: an individual who is a visual artist, dancer, choreographer, musician, composer, actor, playwright, or writer *by profession, or* a company of professional actors, dancers or musicians, registered as a non-profit society in the province of British Columbia and receiving operating assistance from the British Columbia Cultural Fund in the current fiscal year
- The individual(s) must have resided in British Columbia for a minimum of one year.
- The program for which assistance is being requested must have reasonable educational content.

Maximum assistance in any one year: $3,000 per school district for (A) *or* (B), *or a combination* of (A) *and* (B), as outlined in the specific requirements for each program, during a school year.

All awards are based on the funds appropriated by CSB for this purpose.

As a condition of subsidy, the Government of British Columbia's assistance must be credited in all promotional materials (refer to page 8).

Application Deadlines:

- May 15 for pre-Christmas term or full school year
- October 15 for post-Christmas term

NOTE: Applicants are encouraged to submit their full year's program to the May deadline.

(A) Artists in Performance

Application Requirements: Maximum eligibility is not automatic. The following factors will be taken into consideration in the adjudication of requests:

- the past and current levels of arts programs in the school district and the degree of initiative indicated in the development of arts programming
- quality and balance of programming
- geographical location
- transportation costs of students to an event
- extent of the local public and school district support for the program.

Maximum Assistance: 50 per cent of artistic fees of artists, *up to $3,000* per district in any one school year, if Artists in Residence subsidy is not requested.

Awards will be paid in full, following application approval. A final report of the previous year's programs subsidized by CSB must accompany all applications. Any surplus accumulated through CSB grants will be deducted from future grants.

No funding will be approved after a project has commenced, or for program deficits or budget over-runs.

(B) Artists in Residence

Eligibility Criteria:

The length of a residency program should be no less than three days and no more than four months.

A school district is eligible for a maximum of two residencies per fiscal year. Funding for a residency cannot be extended beyond the four-month period, except in unusual circumstances.

This program is intended to heighten artistic experience. Therefore priority will be given to those districts sponsoring artists from another geographic location in the province.

Residency programs, as a condition of eligibility for funding, must provide additional arts awareness, knowledge and enrichment for *all* participants — including the sponsored artist(s), the sponsoring district, teaching staff, children, and spectators (if applicable).

Application Requirements:

Proposed program must indicate full community and school district support.

The application must be for a special program, clearly identified as something that would not or could not take place without a grant.

All applications must be made on the appropriate CSB application forms and must be completed in full, with requisite supporting documentation as listed on the application form.

Maximum assistance:

- *No more than 50 per cent of expenses per project:*
- *up to $1,500* for an *individual* artist
- *up to $3,000* for an eligible *artistic organization* per district in any one school year, if Artists in Performance subsidy is not requested.

Awards will be paid in full, following confirmation of program. A final report of the previous year's programs subsidized by CSB must accompany all applications. Any surplus accumulated through CSB grants will be deducted from future grants.

No funding will be approved after a project has commenced, or for program deficits or budget over-runs.

All awards are based on the funds appropriated by CSB for this purpose.

(3) Touring Exhibition Assistance

Description: This program is intended to provide increased opportunity for the circulation of regional, provincial and national exhibitions throughout the province.

Eligibility Criteria: Organizations eligible for assistance must

- be incorporated as a non-profit society in British Columbia or be a public institution operated by a municipality with a community-based board of management
- be an institution whose primary objectives include collecting, preserving, assembling and exhibiting to the public
- be open to the public year round and have completed at least one full year of operation.

Application Requirements Organizations applying for circulation assistance must provide

- a list of administrative and artistic staff by name and title
- a list of current board of directors or managing body
- a copy of any current application for circulation assistance made to the Canada Council.

Exhibitions originating within the province will be given preference.

Eligible Costs: Presentation costs incurred by an institution wishing to borrow exhibitions curated by a recognized professional are eligible for assistance.

Presentation costs include: crating, transportation, exhibition fee and insurance. *Not* eligible for assistance are the costs incurred through promotion of the event, including posters, catalogues, associated advertising or office expenses.

To be eligible, an exhibition must be booked and confirmed in at least *three* institutions within British Columbia.

Funding Level: 50 per cent of eligible costs to a maximum of $500 per exhibition.

Application Deadlines:

- 15 May
- 15 September
- 15 January

Cultural Fund support in any given year cannot be regarded as a guarantee of similar support the year following. Each year's application is considered on its merits.

Award Amounts:

- Junior Awards: up to $1,000 (for full-time winter studies)
- Senior Awards: up to $2,000 (for full-time winter studies)

Awards are paid to recognized schools on behalf of the student.

Terms:

Junior Awards:

Tenable for a possible maximum of 4 years of full-time study, up to and including second year of a university or community college program.

Students must re-apply each year, as awards are *not automatic* after the first successful application.

Preference is given to students attending Canadian institutions.

Senior Awards:

Tenable for a possible maximum of 4 years of full-time study after completion of second-year university.

Students must re-apply each year, as awards are *not automatic* after the first successful application.

Student must be majoring in his/her program and should be of first-class ability and standing in all course work.

General Conditions:

Assistance is available for study in the following disciplines:

- theatre (acting, directing, technical)
- music (performance, composition)
- visual arts and crafts (including film and video)
- dance (performance, choreography)
- creative writing
- arts administration
- museological and conservation studies.

Areas *not* recognized include: language study, fashion design, interior design, architecture, fine arts education or health programs, history of arts and general art appreciation.

Candidates must be not less than 15 years of age at the time of application unless special circumstances are made known to the scholarship reviewing committee.

Candidates must be a Canadian citizen and must provide a Canadian social insurance number.

Preference will be given to applicants who have resided in British Columbia for at least 12 months prior to application.

Assistance is *not* available for travel expenses.

Artists currently established as professional in their field are not eligible for assistance.

Guidelines: The following must be submitted in support of an application:

- four artistic assessment forms
- a letter of acceptance from the institution being attended
- a statement of fees
- a statement of academic standing
- a portfolio of recently completed work
- information on other scholarship assistance received or applied for.

Cultural Fund support in any given year cannot be regarded as a guarantee of similar support the year following. Each year's application is considered on its merits.

Applications are adjudicated by committees composed of professional artists selected for their expertise in a specific discipline.

Recipients of awards *must* advise CSB, in writing, of changes in their study intentions, place of study, etc., as awards are not automatically transferable from one institution or study program to another.

Awards are not retroactive or applicable to past studies.

Recipients of 'conditional awards' must fulfill all conditions on or before January 1 of the year following approval, or the award will be forfeited.

Application Deadline:

- **June 30** Applications are accepted once a year ***on or before June 30*** for assistance in the following winter study season (September–June).
- **July 15** ***All supporting documentation*** to the application form ***must be received in CSB offices by July 15.***

If, for some reason, a document cannot be provided by that date, a letter outlining circumstances must accompany the application form.

Applicants failing to meet the *June 30 and July 15 deadlines* may jeopardize their eligibility for assistance.

Incomplete applications will not be adjudicated.

Professional Study Awards

Award Amounts: A maximum of three awards per year may be awarded at up to $7,500 each. Awards assist advanced or professional studies not covered under the scholarship program.

Terms: An applicant must *not* be enrolled in a degree-granting education program. Studies towards the establishment or upgrading of teaching skills are not eligible.

Applicants already established as professionals are not eligible for assistance.

Guidelines: The following must be submitted in support of an application:

- four artistic assessment forms
- a letter of acceptance from the study institution or tutor
- a portfolio of recently completed work
- information on other financial assistance received
- notification of any local performance or exhibition of work by the applicant.

Applications are adjudicated by committees composed of professional artists selected for their expertise in a specific discipline.

Application Deadline:

- **June 30** Applications are accepted once a year ***on or before June 30*** for assistance in the following winter study season.
- **July 15** ***All supporting documentation*** to the application form ***must be received in CSB offices by July 15.***

If, for some reason, a document cannot be provided by that date, a letter outlining circumstances must accompany the application form.

Applicants failing to meet the *June 30 and July 15* deadlines may jeopardize their eligibility for assistance.

Incomplete applications will not be adjudicated.

Administrative Upgrading Assistance

Award Amounts:

- up to $1,000

Assists tuition and school-related costs of arts administrators, for the purposes of upgrading and improving arts administration skills.

Terms: Candidates must be a Canadian citizen and must provide a Canadian social insurance number.

Preference will be given to applicants who have resided in British Columbia for at least 12 months prior to application.

Artists currently established as professional in their field are not eligible for assistance.

Guidelines: The following must be submitted in support of an application:

- two letters of reference (one letter must be from the applicant's current employer)
- a letter of acceptance from the institution being attended
- a statement of fees.

Preference will be given to employees of organizations receiving operating assistance from the British Columbia Cultural Fund in the current fiscal year.

Assistance is *not* available for travel expenses, conference/convention expenses, basic workshops or seminars, or short-term artists' grants.

Application Deadline: Completed application must be received ***at least 8 weeks prior to the start date*** of the course for which assistance is requested.

All supporting documentation *must* accompany the application form.

Applicants failing to meet the eight-week minimum requirement may jeopardize their eligibility for assistance.

Publishing Title Assistance

Description: Support is available for books by provincial writers that contribute in an original and creative way to the development of provincial or national arts and culture.

Eligibility Criteria The author of the work for which subsidy is being applied must be either a Canadian citizen or a landed immigrant, and a resident in British Columbia for at least twelve months prior to application. The work must be accepted for publication by a recognized publisher.

A recognized publisher is defined as

- one whose primary business activity is directly concerned with the publication of books
- one whose effective management, editorial and financial control is British Columbian
- one who has an ongoing, consistent program of at least three eligible titles during each of the two years prior to application
- one who has been in business in British Columbia for at least two years prior to application.

For the purposes of this program, CSB recognizes the following:

- *UNESCO definition of a book* for books of *prose*: non-periodical printed publication of at least 49 pages, exclusive of cover pages.
- *Juvenile* titles must contain a minimum of 24 pages.
- *Poetry* titles must contain a minimum of 36 pages.

Application Requirements: The publisher makes application on behalf of the author, on appropriate CSB application forms, providing financial and program information on current activities.

All grants are for individual titles, and should not be part of any pre-contracted *options* between writer and publisher.

An independent evaluation of the publisher as well as the author is part of the approval process to ensure the financial viability and reliability of that publisher to carry out the project.

All grants approved are maximum amounts and are conditional on final review of finished books.

Payment of grant amounts for individual titles will be made upon receipt of finished books (two copies required), which must be received by the CSB within one year of notification of approval.

The writer, in turn, shall receive a non-returnable royalty advance from the publisher, based on a percentage of the print run, and scaled to the type of book being published.

Maximum Assistance Available:

- Non-fiction and children's books — up to $2,000 per title
- Fiction or drama — up to $1,500 per title
- Poetry — up to $1,000 per title.

Awards may be less than the maximum assistance available.

Areas Not Funded:

The following areas of publication are *ineligible* for support:

- directories, encyclopedias or index compilations
- travel and other guide books
- instruction or self-help books and manuals, including books that describe 'how-to-do-it' techniques, skills or games
- cookbooks
- catalogues of exhibits
- industrial or business histories or commissioned corporate histories
- economic, political and social histories or commentaries
- any book that contains advertising (other than the publisher's own promotional material)
- any book not manufactured in Canada
- textbooks and school yearbooks
- periodicals or magazines
- any book to which the author has made a financial contribution toward the cost of publication
- any book whose author is also a principal in the company originating publication, unless the major part of the company's publishing program consists of works by authors who are not principals of the publishing house in question
- reprints of any book for which no significant revisions have been made
- *or reprints* of works that are in the public domain or on which copyright has expired
- *or reprints* in the form of anthologies which contain a substantial amount of material currently in print or otherwise available to readers
- any book that is projected to make a profit within the first year
- books which are eligible to receive, or have received, assistance from the British Columbia Heritage Trust Publications Assistance Program
- any book which has been prepared for publication, or which has been published, prior to the date of application.

Application Deadlines:

- May 15 — for books to be published in the 'fall' season
- September 15 — for books to be published in the 'spring' season.

Interest Subsidy Program for B.C. Publishers

Description: Assistance is available to recognized British Columbia book publishers in the form of a rebate of 50 per cent of actual prime lending rates during a period, to a maximum of $35,000 in any one year.

Subsidy is calculated on the basis of actual interest charges paid on loans held with certified financial institutions during a calendar year, based on detailed, documentary evidence provided by that institution.

Acceptance into the program and continuing participation are subject to the provision of such information and documents as requested in the application forms and/or under the terms of participation agreed to by the applicant.

Eligibility Criteria Publishers must complete a preliminary application to determine eligibility on an annual basis.

Applicants must be:

- incorporated under the laws of British Columbia
- those whose management, editorial and financial control is British Columbian
- those whose primary business activity is directly concerned with the publication of books, with a minimum of $150,000 in net book sales published by the applicant during the previous year
- in business in British Columbia for at least three years prior to application and have an ongoing publishing program of at least three new eligible titles per year, including year of application.

Eligible books are those written by either a Canadian citizen or landed immigrant resident in Canada, published by the applicant, containing original material not previously published, that meet the title criteria of the Publishing Title Assistance Program.

The program does not include assistance for personal or shareholder loans, nor suppliers' interest, and is designated specifically for capital to finance book publishing.

Application Requirements: (A) ***Preliminary Application:***

Application must be made on appropriate application forms, and include the following:

- most recent catalogue of publications
- annual financial statements for last three years
- budgeted profit and loss statement for the 12-month period commencing on the day following the end of the period covered by the financial statements
- a list of eligible books by title and author, published by the applicant, including net sales of bound copies of each during the previous year
- a list of proposed publications, indicating those already under contract, for the next 12 months

- a brief description of the nature of business, including
  - corporate structure
  - number of employees
  - short biographies of the principals (including business background)
  - market served.

When eligibility has been established and approved, the applicant may apply for interest subsidy assistance for the six-month period immediately preceding the date of established eligibility.

(B) ***Application:***

Application must be made on appropriate application forms, and include:

- Amount requested.
- A statement of current loans held with certified financial institutions, prepared by those institutions, under separate cover.

  Such statements should include the amount of interest paid during the most recent six-month period and the prime lending rate during that period.

Application Deadlines: For applicants who have received eligibility approval:

- *August 1* — for period January 1 to June 30
- *February 1* — for period July 1 to December 31

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